



Navy Special Emphasis Programs (NSEP)

**Program Management
Instruction
Training**

Initial Introduction 2005



Program Management Instruction



- o This Instruction provides the direction for DCMA personnel assigned Program Management responsibility for the Navy Special Emphasis Programs (NSEPs) work. **The NSEPs included in this Instruction are:**
 - **Naval Nuclear Propulsion Program (NNPP)**
 - **Nuclear Plant Material (NPM) Program**
 - **Navy Level 1 (L1) Program, the Submarine Safety (SUBSAFE) Program**
 - **Navy Propulsion Program (NPP)**
 - **Deep Submergence Systems Program (DSSP)**
 - **Scope of Certification (SOC)**
 - **Fly By Wire (FBW)**



Program Management Instruction



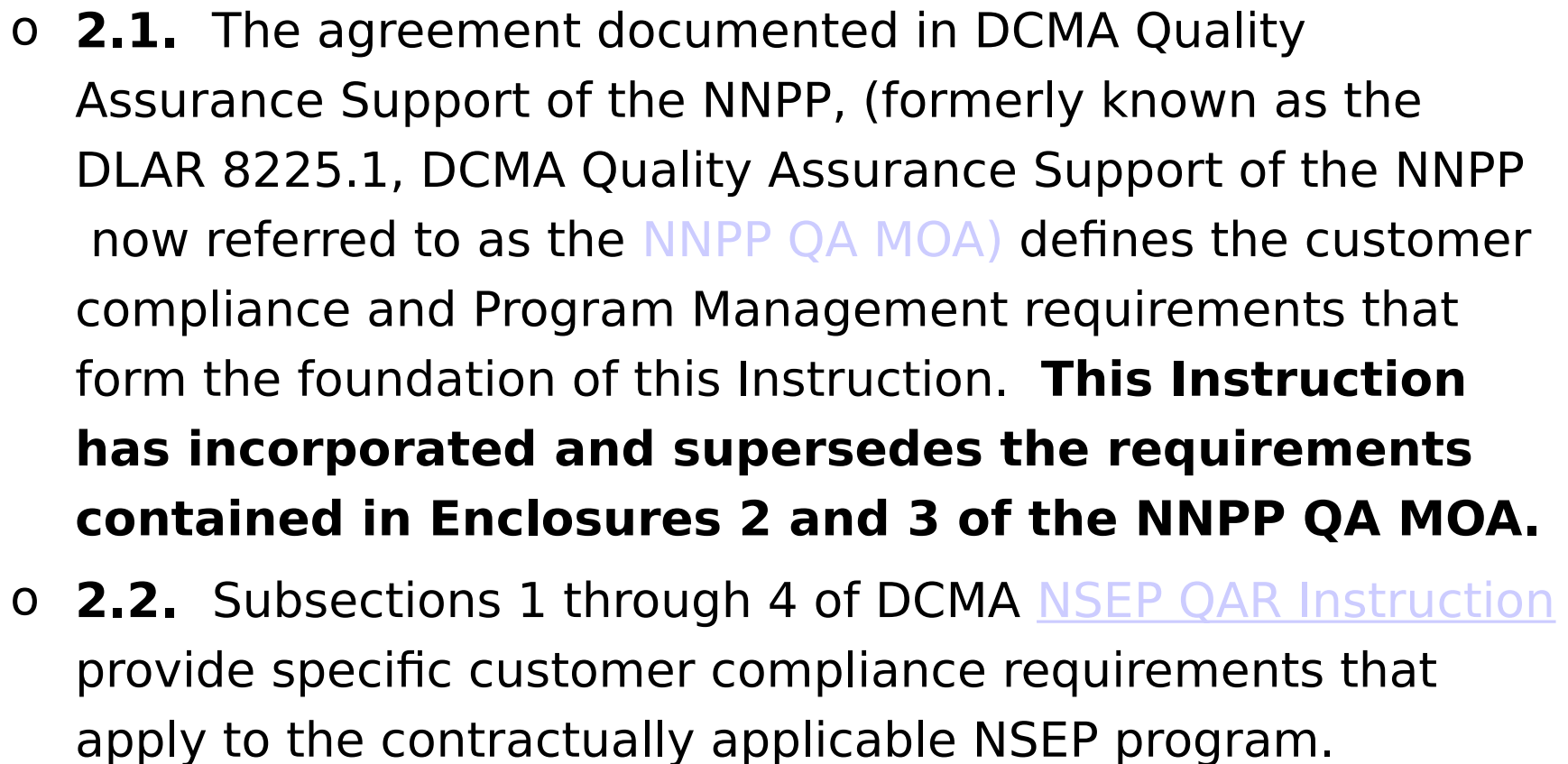
- o **1.1. This is a compliance-based Instruction. The granting of waivers or deviations from the mandatory requirements, as stated herein is not permitted at the District or Contract Management Office level.**
- o **1.2. Points of Contact** contains the most current list of the NSEP Points of Contact in DCMA and NSEP Navy Customers.
- o **1.3.** The next revision of this Instruction will include more requirements for DCMA's in-plant oversight of the DSSP and SOC program. In the interim, all DSSP and SOC work will be performed in accordance with the Level 1 and SUBSAFE requirements of this Instruction in addition to any applicable customer imposed mandatory inspection and surveillance requirements.



Program Management Instruction



- o **2.** DCMA performs oversight of contractor's processes to assess and assure supplier compliance with contract quality and technical requirements. NSEPs require maximum confidence in the materials; components, documents and systems used on board submarines and nuclear powered surface vessels. These materials, components, documents and systems are identified as essential to the safe operation of the nuclear fleet and are considered to have the highest level of criticality. This level of criticality warrants additional oversight by DCMA NSEP personnel.





Program Management Instruction



3.1. Navy Special Emphasis Program Manager (HQ NSEPM)



Program Management Instruction



- o **3.1.1.** DCMA must appoint a **HQ NSEPM at DCMA Headquarters**, to develop and maintain policy governing DCMA's oversight of the NSEP workload and the personnel performing the daily functions addressed in the NSEP QAR Instruction and this Instruction, in coordination with the respective NSEP customer representatives, and to ensure overall implementation and consistency with established policies, responsibilities, and program objectives.



Program Management Instruction



- o **3.1.2.** The HQ NSEPM is the agency's NSEP policy Process Advocate and Program Manager, in addition to serving as the DCMA NSEP representative at DCMA or customer sponsored NSEP working groups and committees, to include but not be limited to the following:
 - **3.1.2.1. Level 1 /SUBSAFE Executive Committee (L1/SS EXCOM)**
 - **3.1.2.2. SUBSAFE Working Group**
 - **3.1.2.3. Supplier Audit Program (SAP) Working Group**
 - **3.1.2.4. Level 1 Supply Working Group**
 - **3.1.2.5. Propellers and Shafts Working Group**
 - **3.1.2.6. Red, Yellow, Green (RYG) Council**
 - **3.1.2.7. Naval Sea Systems Command (NAVSEA)/Supervisors of Shipbuilding (SUPSHIPS)/Contractor/DCMA Quality Assurance Conferences**
 - **3.1.2.8. PQDR Working Group (Navy and DOD)**
 - **3.1.2.9. Fly By Wire (FBW) Working Group**



Program Management Instruction



- o **3.1.3.** The HQ NSEPM, in order to stay current on and be able to work issues with customers, shall have unfettered access to, and communications with, in-plant QARs and DCMA Management personnel at all levels and customer personnel. Normally the HQ NSEPM will go through the appropriate chain of command, when it is necessary to contact NSEP and associated management personnel at the CMO level. However, in the event of emergent situations where the District NSEP Coordinators and/or their management are not available, the HQ NSEPM will contact the affected CMO NSEP and/or assigned CMO management directly. The HQ NSEPM will ensure that affected District DNSEPCs and DCMA managers are kept apprised of situations warranting direct contact with field level DCMA personnel.
- o **3.1.4.** The HQ NSEPM will attend other NSEP forums, as deemed necessary, to support the agency and the customers. If the HQ NSEPM is not able to support any of the sessions in item 3.1.2 above, the HQ NSEPM must arrange for support by one or more of the District NSEP Coordinators (DNSEPCs) or the CMO NSEP Monitors (CMO NSEPMs).



Program Management Instruction



- o **3.1.5.** The HQ NSEPM may participate in customer audits of, or visits to NSEP contractors and the assigned DCMA NSEP QAR, to include participation in Quality Performance Evaluations at Principal NSEP Suppliers, Product Oriented Surveys, Vendor Assist Visits and Quality System Reviews at other NSEP contractors. Normally, the HQ NSEPM will arrange for the DNSEPC or a designated alternate, such as the CMO NSEPM to perform these audits or visits.
- o **3.1.6.** The HQ NSEPM shall perform periodic on-site assessments of the DNSEPC(s) and when warranted, will jointly perform assessments of the CMO NSEPMs, with the DNSEPC(s) to assure compliance with NSEP program and oversight requirements and/or to resolve issues. The HQ NSEPM will coordinate visits to the CMO NSEPM with the assigned DNSEPC.



Program Management Instruction



- o **3.1.7.** The HQ NSEPM must monitor the agency's DCMA in-plant NSEP activity and customer/user activity NSEP contractor quality and technical performance (acceptance/reject) data to determine effectiveness of DCMA's oversight responsibilities for all NSEPs. The HQ NSEPM will develop performance goals and other initiatives to address areas of NSEP oversight requiring improvement.
- o **3.1.8.** The HQ NSEPM must report on NSEP performance goals as directed in current policy or as required by the DCMA Director and Senior Leaders. The HQ NSEPM will utilize the DNSEPC and CMO NSEPM quarterly reports and other periodic reports of actions taken at the DCMA Districts and subordinate commands to reduce NSEP deficiencies and to prepare semi-annual reports of the status of the NSEP at the agency level.



Program Management Instruction



- o **3.1.9.** In an effort to assure proper understanding and implementation of NSEP requirements, the HQ NSEPM is available upon request to assist the Districts in the performance of their NSEP MCR. Similarly, the District NSEPC is available upon request to assist the CMOs with their NSEP MCRs.
- o **3.1.10.** The HQ NSEPM appoints [Lead Agents](#) for the NPP and the NSEP courses.
- o **3.1.11.** The HQ NSEPM will provide direct feedback to the DNSEPCs on their quarterly and other NSEP reports. The HQ NSEPM will provide feedback on the CMO NSEPMs' periodic reports to the DNSEPC for actions as necessary. If there is a question warranting an immediate response and if the DNSEPC is not available, the HQ NSEPM will contact the CMO NSEPM for resolution and will ensure that the DNSEPC is advised of the issue via phone call or email. If feedback is provided to the CMO NSEPM via email, the DNSEPC will be provided a copy.



Program Management Instruction



3.2. District Navy Special Emphasis Programs Coordinator (DNSEPC)



Program Management Instruction



- o **3.2.1.** DCMA District Commanders must appoint a DNSEPC, to manage the NSEP implementation within their districts. The DNSEPC functions may be assigned to one or more people as NSEP workload mandates. The DNSEPC can be geographically located in an office outside of District Headquarters. The specific NSEP duties for the DNSEPC are:



Program Management Instruction



- o **3.2.1.1.** Serve as the NSEP's focal point and program managers within the District under the technical direction of the HQ NSEPM on matters pertaining to the NSEPs. To perform this function, the DNSEPC must establish and maintain an unfettered direct line of communication with other District personnel, local CMO management, HQ NSEPM, QA field personnel involved in supporting the NSEPs, and customer personnel. Normally the DNSEPC will go through the appropriate chain of command, when it is necessary to contact NSEP and associated management personnel at the CMO level. However, in the event of emergent situations where the CMO NSEPM and/or their management are not available, the DNSEPC will contact the affected CMO NSEP QAR and/or assigned CMO management directly. The DNSEPC will ensure that affected CMO NSEPMs and DCMA managers are kept apprised of situations warranting direct contact with field level DCMA personnel.



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- o **3.2.1.2.** Participate as an active team member on NSEP Product Oriented Surveys (POS), Quality System Reviews (QSRs), Vendor Assist Visits (VAVs), Technical Assist Visits (TAVs), and other evaluations and assessments of DCMA operations at NSEP contractors and/or DCMA operations, as requested by the customer or the HQ NSEPM.
- o **3.2.1.3.** Coordinate and participate in special investigations or needed actions, upon request by the HQ NSEPM, NSTR-PGH, NAVSEA, NAVICP, or Shipyard through the Supervisor of Shipbuilding, when technical problems arise.
- o **3.2.1.4.** Participate on Quality System Reviews (QSRs), Vendor Assist Visits (VAVs), Technical Assist Visits (TAVs), Product Oriented Surveys (POSs) and other types of audits of contractors, when requested by NAVSEA or NAVICP. The DNSEPCs may delegate support of these audits/visits to the CMO NSEPMs, when deemed appropriate, or when scheduling conflicts warrant.



Program Management Instruction



- o **3.2.1.5.** Provide assistance to the CMO NSEPM on issues pertaining to the NSEP program and implementing the requirements of the program.
- o **3.2.1.6.** Provide assistance to the QAR in implementing the special instructions issued by NAVSEA and NAVICP/Shipyard purchasing activities, as required.
- o **3.2.1.7.** Establish and maintain a [NSEP Contractor and QAR List](#) to ensure that all NSEP contractors with active NSEP workload are visited by the CMO NSEPMs at least once every 12 months, to verify CMO Management and QAR compliance with and assess performance to applicable NSEP requirements. An annual report of visits planned and accomplished are to be attached to the final Quarterly Report for the calendar year.



Program Management Instruction



- o **3.2.1.8.** Conduct and document an annual review of the DCMA District Nuclear NDT capabilities and the Nuclear NDT Level III/Test Examiner's implementation and oversight of the Nuclear NDT program requirements for compliance with the NDT provisions established per Paragraph 3.4 of this Instruction.
- o **3.2.1.9.** Assure DCMA District training needs to support the NSEP, including those identified during NAVSEA/NAVICP contractor and DCMA assessment visits, are satisfied in a timely manner and promptly arrange required training through the District QA training coordinator, with a copy to the NSEP training Lead Agent.
- o **3.2.1.10.** Participate in the periodic meetings between HQ NSEPM and DNSEPCs and follow-up on actions agreed upon as a result of such meetings.



Program Management Instruction



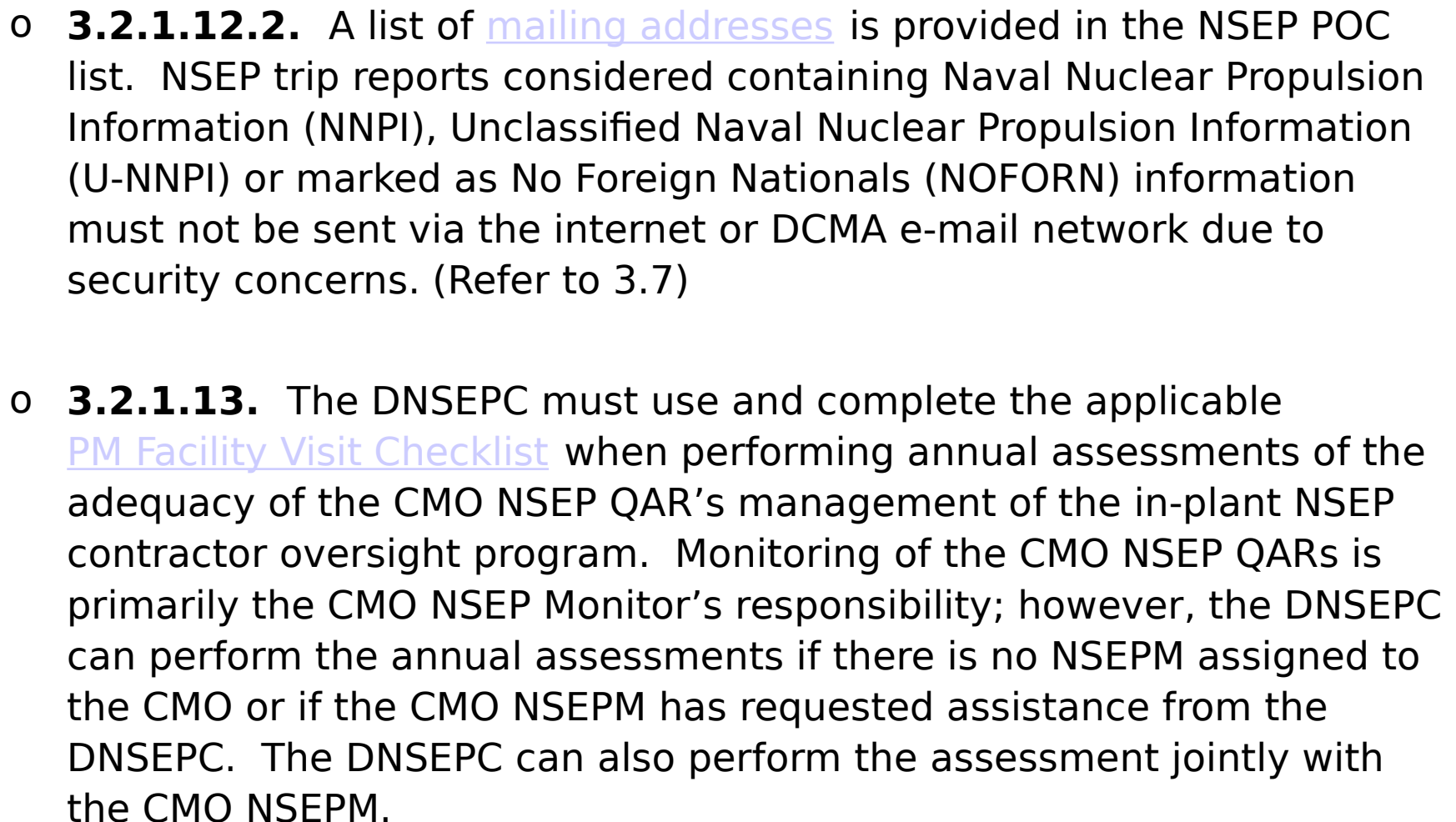
- o **3.2.1.11.** Communications with NSEP Customers (NSTR-PGH/NAVSEA/NAVICP/Shipyards) must be established and maintained, and in part, will include written communications in the form of Trip and Quarterly Reports.
- o **3.2.1.12.** Copies of reports of visits to supplier plants must be prepared using the [DNSEPC Trip Report](#) format and distributed within fifteen (15) days of the visit. The trip report must provide a detailed narrative addressing what was reviewed, found, and CAs required to fix the problems noted. A corrective action plan, signed by the CMO Commander, is required when repetitive or major deficiencies are found during plant visits.



Program Management Instruction



- o **3.2.1.12.1.** Copies of the DNSEPC's trip reports, with the checklist required per 3.2.1.13. below, must be sent to the HQ NSEPM and local DCMA Management (assigned QAR, Team leader and CMO Senior Management, as a minimum). Copies must also be sent to the following customers, as applicable (Quarterly reports must be provided to all the customers identified below):
 - **NSTR-PGH for all NSEP issues**
 - **NAVICP Code 874 for all NSEP issues**
 - **NAVICP Code 8452 for all NSEP issues**
 - **Naval Sea Logistics Center (NAVSEALOGCEN) Code 05311 for all NSEP issues**
 - **NNP Lead Agent for visits to NPP contractors**





Program Management Instruction



- o **3.2.1.13.1.** DNSEPC must ensure that follow-up visits are scheduled and conducted by the CMO NSEPM for all plant visits where CA is required. For follow-up visits, the Facility Visit Checklist need not be completed in its entirety, but should be updated to reflect the current status of the QAR's in-plant NSEP.
- o **3.2.1.13. 2.** The DNSEPC must coordinate visits to conduct annual assessment of the QARs assigned to NPP contractors with the NPP Lead Agent so that arrangements can be made to conduct the visit jointly.
- o **3.2.1.13.2.1.** The NPP Lead Agent is responsible for assessing the QAR's NPP technical abilities and compliance with NPP specific requirements. The DNSEPC is responsible for assessing the QAR's implementation of the NSEP QAR Instructions for all remaining applicable requirements of the NSEP Instruction and NSEP customer imposed requirements, when performing this function as described in 3.2.1.13. above.



Program Management Instruction



- o **3.2.2.** The DNSEPCs must prepare and distribute **Quarterly NSEP Summary** reports of issues and resultant actions taken by management, or the CMO NSEPM, along with notification of assistance needed. The Quarterly NSEP Summary report must be submitted within twenty-five (25) days of the end of the calendar quarter. The Quarterly NSEP Summary report must be sent in hard copy (not via email) format and must include the following items as appropriate (Do not attach trip reports for the reporting quarter to the quarterly reports):



Program Management Instruction



- o **3.2.2.1.** A synopsis of the visits conducted during the current reporting quarter to assist with or assess the QAR's implementation of NSEP QAR Instructions, along with the updated status of any previously reported deficiencies (reported during current quarter). Required when there is no assigned CMO NSEP Monitor or when the DNSEPC assisted the CMO NSEP Monitor in the assessment.
- o **3.2.2.2.** A synopsis of the visits conducted during the current reporting quarter to perform the annual assessments of the CMO NSEP Monitor's implementation and performance of NSEP PM Instruction roles and responsibilities. Include the current status of any previously reported (reported during current quarter) deficiencies.
- o **3.2.2.3.** A listing of current and anticipated DCMA vacancies at NSEP suppliers within the District and information concerning the date the position was vacated and actions taken to fill the vacancy. This includes reporting/forwarding all changes to the QAR assignments in the Supplier Audit Program (SAP) supplier listing.



Program Management Instruction



- o **3.2.2.4.** NSEP and Nuclear/Non-Nuclear Non-Destructive Testing training needs and status within the District.
- o **3.2.2.4.1.** Schedule of NSEP courses and NSEP awareness briefings for the upcoming quarter including the dates, location and name of NSEP instructor.
- o **3.2.2.4.2.** Results of NSEP Training courses for reporting quarter, including the number of students per class that passed or failed the NSEP courses.
- o **3.2.2.5.** Corrective Action Plan updates for visits conducted in previous reporting quarter(s). Status will be updated until all open items are satisfactorily resolved. Provide the current status of any previously reported deficiencies, including a summary of the results of follow-up visits to verify adequacy of CA taken in response to previous DNSEPC visit. If required, the corrective action plans (CAP) and all subsequent documentation must be forwarded as an attachment to the quarterly report.



Program Management Instruction



- o **3.2.2.6.** Significant findings from plant visits conducted for reasons other than those cited in 3.2.2.1 or 3.2.2.2.
- o **3.2.2.7.** Problems with CMO NSEP Monitor, QAR and supplier management interface, and actions needed or planned to resolve the problems.
- o **3.2.2.8.** Request for NAVSEA/NAVICP assistance, when necessary.
- o **3.2.2.9.** Planned visits to CMOs and NSEP Contractor facilities to assist the CMO NSEP Monitor, the assigned NSEP QAR, the QAR's Team Leader, or other DCMA or contractor personnel. (Enclose schedule).



Program Management Instruction



- o **3.2.2.10.** Planned visits to NSEP Facility Visits and reasons for visit (use this section to report visits to assist with or assess contractor's performance, such as QSRs, POSs, VAVs, SAPs). (Enclose schedule).
- o **3.2.2.11.** Planned visits to perform annual assessments of CMO NSEP Monitor(s), or NSEP QAR when there is no CMO Monitor assigned/available, or the CMO Monitor is newly assigned.
- o **3.2.2.12.** Product Quality Deficiency Report (PQDR(s) or customer concerns/deficiencies investigated.
- o **3.2.2.13.** Follow-up on action items agreed upon during DCMA HQ, District, CMO, and NSEP periodic meetings.



Program Management Instruction



- o **3.2.2.14.** Include results of on-going assessments of the CMO NSEPMs' quarterly reports and other NSEP Supplier Performance reports (Sources such as PDREP, the former VASP and the Portsmouth Naval Shipyard's Non-Nuclear Quality Indicator reports must be used to gather this data), to identify any systemic problems that need to be addressed at the District/Agency level. If the systemic problem is one that is potentially Agency wide, the DNSEPC will highlight it for the HQ NSEPM to take appropriate action.
- o **3.2.2.15.** Any other items deemed appropriate by the DNSEPC.



Program Management Instruction



- o **3.2.3.** The DNSEPCs must conduct NSEP training to include N01, Introduction to the Naval Nuclear Propulsion Program, U20, Level 1/SUBSAFE/NPM Workshop for District/CMO management personnel. The DNSEPC NSEP Lead Agent will assist in the development and maintenance of DCMA NSEP training courses with the instructors that teach these courses.
- o **3.2.4.** The DNSEPCs must conduct special training courses, as appropriate, U-20, Level1/SUBSAFE, and NPM Workshop. Provide names of personnel with active NSEP contracts requiring U21, Shipyard Training to the Lead Agent for NPM/Level 1 I/SUBSAFE certification courses. Conduct and/or arrange for annual SUBSAFE Awareness training of all QARs assigned to L1/SS contractors. The DNSEPCs, or the CMO NSEPMs, when delegated, are required to provide NSEP awareness briefings to all DCMA personnel that have any involvement with NSEP contracts.



Program Management Instruction



- o **3.2.5.** When requested, the DNSEPCs must assist (or arrange for assistance from another DNSEPC or CMO NSEPM) the QAR's Team Leader or First Line Supervisor (FLS) in the review of the QAR's implementation and management of the NSEP QA program. This participation must be limited to providing clarification of program requirements, as needed.



Program Management Instruction



- o **3.2.6.** Using NSEP performance and quality data from NAVSEALOGCEN DET Portsmouth's Product Data Reporting and Evaluation Program (PDREP), NAVSEALOGCEN Mechanicsburg's former Vendor Assessment Program (VASP) and any other Government/customer/contractor sources, the DNSEPCs must develop a quarterly visit schedule. These visits include those performed as required per 3.2.1.13., 3.2.1.13.1., 3.2.2.9., 3.2.2.10., 3.2.2.11., 3.2.2.12., 3.2.2.13., 3.2.7. and 3.2.8. , of this instruction at contractors with active and intermittent NSEP work. The schedule must include all other visits including support to DCMA Management Control Reviews (MCRs) for the NSEP programs. The schedule must be submitted as an attachment to the DNSEPC's quarterly reports (ref. 3.2.2.6.) and must be distributed to the recipients of the DNSEPC's trip reports identified in 3.2.1.12.1.



Program Management Instruction



- o **3.2.6.1.** In addition to the data sources identified in 3.2.6., the DNSEPCs must also review the CMO NSEPM's quarterly NSEP contractor and QAR's trend analysis data and compare it to the CMO NSEPM's visit schedule to ensure that problem areas are being addressed. Using the aforementioned data sources and those generated by the DNSEPC based on plant visits and other customer input, the DNSEPC will prepare and submit semi-annual (in the second and fourth quarterly reports) trend data reports for their assigned CMOs with their Quarterly reports.
- o **3.2.6.2.** NSEP Quality/Performance indicator reports such as the former VASP report, Portsmouth Naval Shipyard's PDREP data, Non-Nuclear Quality Indicator report, and other such reports shall be retained for a period of three (3) years.



Program Management Instruction



- o **3.2.7.** The DNSEPCs must perform annual on-site assessments of the CMO NSEPMs using the [DNSEPC Annual Assessment Checklist](#) to ensure compliance with the roles and responsibilities at [section 3.3.](#) of this Instruction. A written corrective action plan is required of the CMO NSEPM within thirty (30) days of receipt of the report, for instances of non-compliance with this Instruction. Distribution of the [DNSEPC Annual Assessment Checklist](#) report must be made within 15 days from completion of assessment to the [NSEP POCs](#) and appropriate management chain at DCMA HQ, District and CMO levels.
- o **3.2.8.** The DNSEPC must assist the CMO Commanders in the selection of the CMO NSEPMs per 3.3.1. below. The DNSEPC will confirm appointment via a letter to the appropriate DCMA reporting chains and ensure the HQ NSEPM is on copy. The DNSEPC must accompany the newly appointed CMO NSEPM on the first three plant visits to assess the need for formal or remedial NSEP training and to ensure the CMO NSEPM is thoroughly familiar with the NSEP requirements and capable of performing the assigned functions.



Program Management Instruction



3.3. Contract Management Office Navy Special Emphasis Program Monitor (CMO NSEPM)



Program Management Instruction



- o **3.3.1.** DCMA CMO Commanders, or their sub-command offices, with significant NSEP workload, must designate a CMO NSEPM to administer and monitor the CMO's implementation of the NSEPs requirements under the technical direction of the DNSEPCs.



Program Management Instruction



- o **3.3.1.1.** The CMO NSEPM is the focal point and program manager within the CMO under the technical direction of the DNSEPC and the HQ NSEPM on matters pertaining to the NSEPs at NSEP contractors. To perform this function, the CMO NSEPM must establish and maintain an unfettered direct line of communication with other CMO personnel, local CMO management, HQ NSEPM, DNSEPC, QA field personnel involved in supporting the NSEPs, and customer personnel.
- o **3.3.1.2.** The primary focus of the CMO NSEPM's support to the program is to manage and verify the QAR's implementation, performance, and management of in-plant NSEP QA functions at NSEP contractors. However, situations may arise which warrant the CMO NSEPM's involvement at the Principal NSEP Suppliers. The DNSEPC and NSTR-PGH must approve such instances in advance.



Program Management Instruction



- o **3.3.2.** Selection of a CMO NSEPM must be coordinated in advance with the DNSEPC and the HQ NSEPM. The DNSEPC will assist the CMO Commanders in the selection of the CMO NSEPMs. The nominee must have successfully passed the NSEP training course (U20) prior to being nominated to serve in this capacity. Once the CMO Commander, the DNSEPC and HQ NSEPM have agreed to the NSEP Monitor selection, the CMO Commander must prepare a letter to the DNSEPC with the HQ NSEPM on copy, identifying the newly appointed CMO NSEPM, along with a list of the NSEP suppliers and the types of NSEP contracts that will be assigned to the CMO NSEPM.



Program Management Instruction



- o **3.3.3.** The CMO NSEPM position is considered to be a full time staff level position and therefore the NSEPM shall not be routinely performing QAR duties or other non-NSEP staff functions in addition to the NSEPM functions. However, the NSEPM may also be assigned similar duties that do not severely detract from the NSEP Monitor duties, such as, management of the NSEP NDT Program for the CMO, if the CMO NSEPM meets the NSEP NDT requirements. The DNSEPC or the HQ NSEPM must approve duties outside the scope of this instruction.
- o **3.3.3.1.** DCMA CMO Commanders can make arrangements, with the District's approval, to utilize a CMO NSEPM from another CMO, if NSEP workload is light and this approach is deemed more cost efficient.



Program Management Instruction



- o **3.3.4. The Roles and Responsibilities for the CMO NSEPMs are:**
- o **3.3.4.1.** The CMO NSEPM must use the [PM QAR Facility Checklist](#) when conducting their annual assessment of the adequacy of the QAR's in-plant NSEP contractor oversight program at contractors with active and infrequently NSEP workload. The purpose of these reviews is to verify the QAR's compliance with and assess the QAR's performance of the NSEP requirements contained in DCMA NSEP QAR Instruction and other special instructions issued by DCMA and/or the customer.



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- o **3.3.4.1.1.** The CMO NSEPM is the only CMO representative authorized to perform an annual or periodic assessment and evaluation of the QAR's implementation and performance of the applicable NSEP requirements. Evaluations of the QAR's implementation and performance of the NSEP requirements cannot be delegated, unless approved by the DNSEPC or the HQ NSEPM. Therefore, the CMO NSEPM, will assist the NSEP QAR's assigned Team Leader and/or First Line Supervisor in conducting the annual performance assessment of the NSEP QAR's compliance with the requirements set forth in the NSEP QAR Instruction. If the CMO NSEPM has recently (within the past quarter) conducted the requisite annual assessment per 3.3.4.1. above, and the results were satisfactory, the results of that review can be used in lieu of performing another formal assessment.



Program Management Instruction



- o **3.3.4.1.2.** The CMO NSEPM will also conduct periodic visits to assist the NSEP QARs, when requested or when deemed necessary based on the results of the annual assessment.
- o **3.3.4.1.3.** The CMO NSEPM compliance review visit schedules will be forwarded to the Quality and Technical representatives at the applicable NSEP Contracting Offices, reference the [NSEP POCs](#) . The CMO NSEPM must contact the aforementioned NSEP representatives via email or telephone to ascertain whether they wish to participate in the evaluation.
- o **3.3.4.1.4.** If subsequent visits are performed as follow-on monitoring of corrective actions (CAs) implemented or visits for any other reason, the Facility Visit Checklist need not be completed in its entirety, but should be updated to reflect the current status of the QAR's in-plant NSEP.



Program Management Instruction



- o **3.3.4.1.5.** The CMO NSEPM must coordinate visits to conduct their annual assessments of QARs assigned to the NPP contractors with the NPP Lead Agent so that arrangements can be made to conduct the visit jointly.
- o **3.3.4.1.5.1.** The NPP Lead Agent is responsible for assessing the QAR's NPP technical abilities and compliance with NPP specific requirements. The CMO NSEPM is responsible for assessing the QAR's implementation of the NSEP QAR Instructions for all remaining applicable requirements of the NSEP Instruction and NSEP customer imposed requirements.
- o **3.3.4.1.5.2.** The NPP Lead Agent is responsible for notifying the CMO NSEPM and/or DNSEPC when they will be performing technical assessment visits on NPP QARs so that arrangements can be made to conduct the visit jointly.



Program Management Instruction



- o **3.3.4.2.** The CMO NSEPM must participate in special investigations and actions at the request of the HQ NSEPM, the DNSEPC and/or the customer. This includes performing DCMA Management Control Reviews (MCRs) when requested by the HQ NSEPM, the DNSEPC, or DCMA management.

- o **3.3.4.2.1** While the CMO NSEP QAR is the primary lead in the investigation of all PQDRs for NSEP products, services and associated documentation, the CMO NSEPM should review the PQDR and provide assistance to the assigned QAR in preparing the DD Form 1227 reply, prior to forwarding to the CMO Commander and PQDR monitor.



Program Management Instruction



- o **3.3.4.3.** The CMO NSEPM must follow-up on the implementation of actions necessary in response to issues identified by the customer, HQ NSEPM and/or the DNSEPC on problems concerning NSEPs, as required.

- o **3.3.4.3.1.** The CMO NSEPM shall team with the CMO appointed Government Industry Data Exchange Program (GIDEP) Representative or Alternate, to evaluate the appropriateness of issuing notification to GIDEP in the form of Product Information or Failure Experience Data (FED). The CMO NSEPM shall determine the effect of any GIDEP information/documents on NSEP systems/processes identified and incorporate those results into notifications to the CMO NSEP QARs.



Program Management Instruction



- o **3.3.4.4.** The CMO NSEPM must notify the DNSEPC of specialized training needs at NSEP contractors as soon as they are identified. The CMO NSEPM must also assist the DNSEPC in conducting onsite training, when requested.
- o **3.3.4.4.1.** If the CMO NSEPM is certified by the NSEP Lead Agent to provide NSEP training, the CMO NSEPM must conduct U-20, Level 1/SUBSAFE/NPM Workshop.
- o **3.3.4.4.2.** The CMO NSEPM must provide the names of personnel with NSEP contracts/purchase orders requiring U21, Shipyard Training, to the DNSEPC who in turn will forward the names to the NSEP Lead Agent.



Program Management Instruction



- o **3.3.4.5.** The CMO NSEPM must conduct and/or arrange for annual SUBSAFE Awareness training for all QARs assigned to Level 1/SUBSAFE contractors.

- o **3.3.4.5.1.** When delegated by the DNSEPC, the CMO NSEPM must provide periodic NSEP awareness briefings to all DCMA personnel that have any involvement with NSEP contracts. The frequency of these briefings will be based on the turnover of personnel supporting the NSEPs and the significance of changes to the NSEP requirements.



Program Management Instruction



- o **3.3.4.6.** The CMO NSEPM must attend NSEP meetings/conferences/training as requested by NAVSEA, the HQ NSEPM and/or the DNSEPC.
- o **3.3.4.7.** The CMO NSEPM must assist the DNSEPC in assuring that NAVSEA supplements, regulations, directives, instructions and other pertinent information are distributed to QARs in a timely manner.
- o **3.3.4.8.** The CMO NSEPM is responsible for the dissemination of all NSEP Customer or any other NSEP or DCMA quality/performance indicator reports to the respective QAR and Team Leader, in order to provide program performance visibility.



Program Management Instruction



- o **3.3.4.9.** The CMO NSEPM must use quality performance data from the Navy's Product Deficiency Reporting and Evaluation Program (PDREP), the former VASP reports, Portsmouth Naval Shipyard's Non-Nuclear Quality Indicator Report and any other Government/customer/contractor data sources, including the NSEP QAR's QDE and FSIPs to develop their quarterly visit schedule for NSEP contractors.
- o **3.3.4.9.1.** The schedule must be coordinated in advance with the DNSEPC.
- o **3.3.4.9.2.** The schedule must include any support to DCMA MCRs for the NSEP programs.
- o **3.3.4.9.3.** The schedule must include all follow-up visits and will ensure that they are conducted within 120 days or sooner, prior to the next reporting quarter to verify the adequacy of actions taken to correct the reported deficiencies.
- o **3.3.4.9.4.** The schedule must be submitted as an attachment to the CMO NSEPM's Quarterly NSEP Summary reports.



Program Management Instruction



- o **3.3.4.10.** The CMO NSEPM must use the format at CMO NSEPM Trip Report to document the results of their plant visits. The trip reports must provide a detailed narrative addressing what was reviewed, found, and corrective actions (CAs) required in fixing the problems noted.
- o **3.3.4.10.1.** The CMO NSEPM will out brief the CMO Commander and affected CMO Management personnel when deficiencies are noted during a plant visit.
- o **3.3.4.10.2.** When repetitive or major problems are found during a site visit, the CMO NSEPM must request that a Corrective Action Plan (CAP) be developed and signed by the CMO Commander. The CMO NSEPM must out-brief the QAR's Team Leader, CMO Commander and other affected CMO Managers when findings warrant a CAP.





Program Management Instruction



- o **3.3.4.10.6.** Trip Reports are due fifteen (15) days after completion of the visit.
- o **3.3.4.10.6. 1.** Trip reports for NSEP QAR annual assessment visits will be distributed with the completed PM QAR Facility Checklist attached to the DCMA recipients. Checklists will only be distributed to the external NSEP customers, if requested, and with the approval of the DNSEPC.
- o **3.3.4.10.7.** A list of mailing addresses is provided in the NSEP POC list. NSEP trip reports considered containing Naval Nuclear Propulsion Information (NNPI), Unclassified Naval Nuclear Propulsion Information (U-NNPI) or marked as No Foreign Nationals (NOFORN) information must not be sent via the internet or DCMA e-mail network due to security concerns. (Refer to 3.7)



Program Management Instruction



- o **3.3.4.11.** The CMO NSEPM must make plant visits and provide refresher training for QARs who have not been active in the Navy Special Emphasis Programs for the preceding year. The CMO NSEPM will utilize data sources such as input from the NSEP QARs, the monthly NAVICP NSEP workload data, the CMO NSEP PLAS and QAMIS or equivalent data to determine when there is new NSEP workload in their assigned areas and which QAR has been assigned to these contracts.
- o **3.3.4.12.** The CMO NSEPM must prepare a CMO NSEPM Quarterly Report summarizing their activity for preceding quarter and plans for the upcoming quarter using the provided format. Each CMO NSEPM is responsible for preparing their own quarterly summary reports for CMOs with more than one CMO NSEPM. (Do not attach trip reports for the reporting quarter to the quarterly reports).



Program Management Instruction



- o **3.3.4.12.1.** These Quarterly NSEP Summary reports must contain the following information:
 - o **3.3.4.12.1.1.** A synopsis of the visits conducted during the current reporting quarter to assist with or assess the QAR's implementation of NSEP QAR Instructions, along with the updated status of any previously reported deficiencies (reported during current quarter).
 - o **3.3.4.12.1.2.** A listing of current and anticipated DCMA vacancies at NSEP contractors within the assigned CMO (s) and information concerning the date the position was vacated and status of actions underway to fill the vacancy. Include any reported changes to QARs assigned to the Supplier Audit Program List of current critical suppliers.



Program Management Instruction



- o **3.3.4.12.1.3.** NSEP and Nuclear/Non-Nuclear Non-Destructive Testing training needs and status within the CMO.

- o **3.3.4.12.1.3.1.** Schedule of NSEP courses and NSEP awareness briefings for the upcoming quarter including the dates, location and name of NSEP instructor.
- o **3.3.4.12.1.3.2.** Results of NSEP Training courses for reporting quarter, including the number of students per class that passed or failed the NSEP courses.

- o **3.3.4.12.1.4.** Corrective Action Plan updates for visits conducted in previous reporting quarter(s). Status will be updated until all open items are satisfactorily resolved. Provide the current status of any previously reported deficiencies, including a summary of the results of follow-up visits to verify adequacy of CA taken in response to previous CMO NSEPM visit. If required, the corrective action plans (CAP) and all subsequent documentation must be forwarded as an attachment to the quarterly report.



Program Management Instruction



- o **3.3.4.12.1.5.** Other findings or observations from plant visits conducted that are not included in a corrective action plan.
- o **3.3.4.12.1.6.** Problems with NSEP QAR and supplier management interface, and actions needed or planned to resolve the problems.
- o **3.3.4.12.1.7.** Request for NAVSEA/NAVICP assistance, when necessary.
- o **3.3.4.12.1.8.** Planned visits to CMOs and NSEP Contractor facilities to assist the assigned NSEP QAR, the QAR's Team Leader, or other DCMA or contractor personnel, based on the criteria established in 3.3.4.1. (all) and 3.3.4.9. . (Enclose schedule).



Program Management Instruction



- o **3.3.4.12.1.9.** Planned visits to NSEP contractor's facilities and reasons for visit (use this section to report visits to assist with or assess contractor's performance, such as QSRs, POSs, VAVs SAPs). (Enclose schedule).
- o **3.3.4.12.1.10.** Planned visits to perform annual assessments of NSEP QAR(s). Reference 3.3.4.1.3. regarding invitations to the NSEP quality and technical representatives.
- o **3.3.4.12.1.11.** Product Quality Deficiency Report (PQDR(s) or customer concerns/deficiencies investigated.
- o **3.3.4.12.1.12.** Follow-up on action items agreed upon during DCMA HQ, District, CMO, and NSEP periodic meetings.



Program Management Instruction



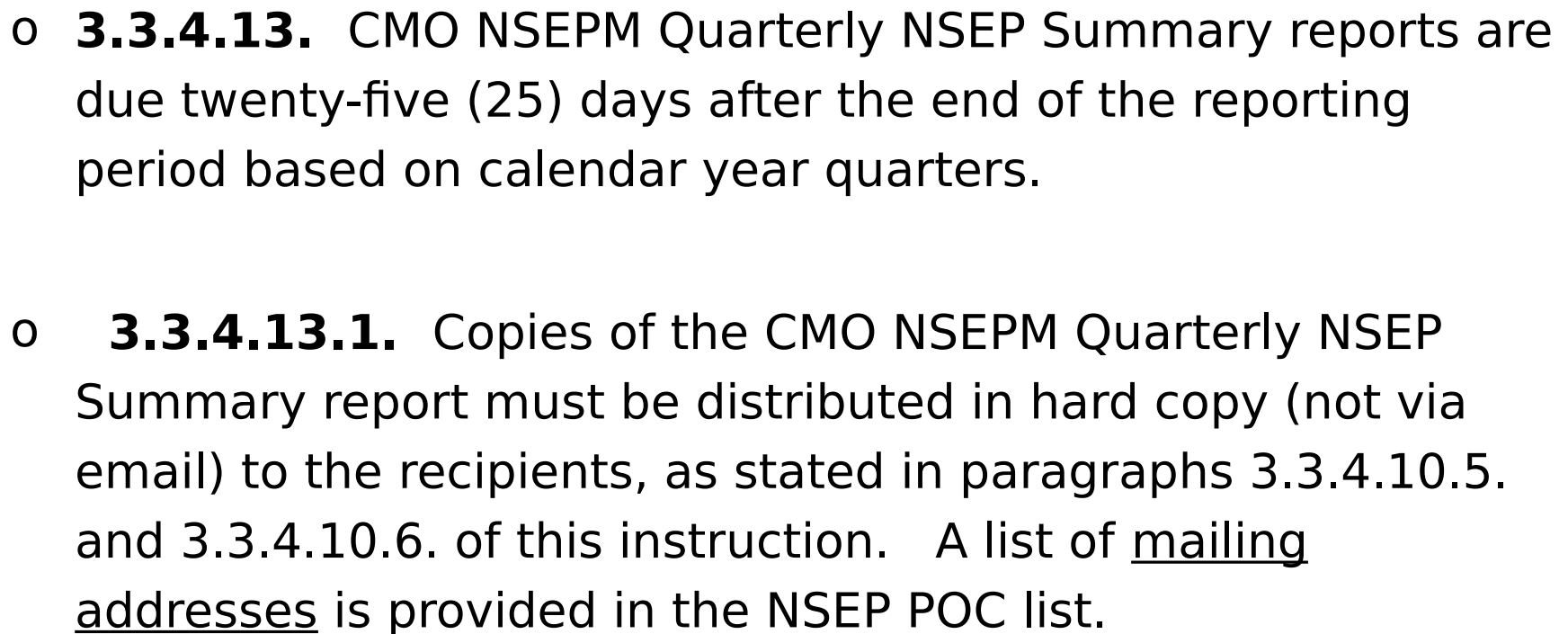
- o 3.3.4.12.1.13.** Include a detailed narrative on the current assessment of NSEP Supplier Performance reports (Using sources such as PDREP, the former VASP and the Portsmouth Naval Shipyard's Non-Nuclear Quality Indicator reports) and the NSEP QAR's QDE evaluations and current FSIPs. This item will be supported with trend analysis data/charts for the NSEP suppliers in the CMO NSEPM's assigned area, by program, and by DCMA teams for the reporting period. The report must identify any systemic problems that need to be addressed at the CMO/District/Agency level. If the systemic problem is one that is potentially CMO/District/Agency wide, the CMO NSEPM will highlight it for the DNSEPC to forward to the HQ NSEPM to take appropriate action.



Program Management Instruction



- o **3.3.4.12.1.13.1.** Copies of the trend analysis data must be provided to the applicable Team Leaders for the CMO so that the Team Leaders and CMO Commanders will be aware of adverse and positive performance trends.
- o **3.3.4.12.1.14.** The CMO NSEPM must maintain a NSEP Contractor and QAR List of all active NSEP suppliers, including those on the SAP list, within their assigned/CMO areas. The list must be updated on a quarterly basis and must be attached to the Quarterly report.
- o **3.3.4.12.1.15.** Any other items deemed appropriate by the CMO NSEPM.





Program Management Instruction



3.4. NSEP Nondestructive Test (NDT) Examiners



Program Management Instruction



- o **3.4.1. District Nuclear NDT Examiner:** DCMA District Commanders must appoint a District Nuclear NDT Examiner to administer the nondestructive testing program. The District Nuclear NDT Examiner must comply with the requirements of this Instruction, in addition to the following applicable Nuclear and Non-nuclear NSEP District NDT Examiner functions:
 - o **NOTE**
 - 1) References to Nuclear NDT signify certifications or inspections to the requirements of NAVSEA 250-1500-1 and/or MIL-STD-2132.
 - 2) References to Non-nuclear NSEP NDT signify certifications or inspections to the requirements of MIL-STD-271/T9074-AS-GIB-010/271.



Program Management Instruction



- o **3.4.1.1.** Maintain certification as a Nuclear NDT Examiner in accordance with the Nuclear NDT requirements. Requalification shall also be in accordance with the Nuclear NDT requirements
- o **3.4.1.2.** Act as the DCMA focal point on matters pertaining to nondestructive testing relative to the NSEP.
- o **3.4.1.3.** Conduct DCMA NDT personnel training, as needed, on the requirements of the Nuclear NDT program. The training shall be commensurate with Naval Nuclear workload at the contractors where DCMA personnel are assigned.
- o **3.4.1.4.** Prepare and administer written and operational Nuclear NDT initial qualification and requalification examinations on an individual basis using NSTR 99. These initial examinations should be for the Inspector level of qualification.



Program Management Instruction



- o **3.4.1.5.** Arrange suitable facilities for the administration of training and qualification testing of NDT personnel.
- o **3.4.1.6.** Maintain a database containing records of all qualified NDT personnel to the requirements of the Nuclear NDT program, indicating scope of qualification, status of vision test results, date of expiration, and the name of the certifying NDT Examiner.
- o **3.4.1.7.** Provide technical assistance, as requested by the DNSEPC or NSTR-PGH to assess contractor compliance with NDT requirements by evaluating procedures, personnel performance, and test programs for qualification testing of NDT personnel.



Program Management Instruction



- o **3.4.1.8.** Identify all NDT problems areas in the NSEP that require resolution and personnel training needs to the DNSEPC.
- o **3.4.1.9.** The District Nuclear NDT Examiner must be currently certified by NSTR-PGH in the method being reviewed, prior to conducting training or performing on-site assessments of all DCMA personnel certified as Nuclear NDT Examiners and Inspectors.
- o **3.4.1.10.** The District's Nuclear NDT Examiner, certified in the method being reviewed, must conduct and document on-site annual reviews of all CMO nuclear and non-nuclear NSEP NDT examiner's implementation and oversight of the nuclear and non-nuclear NSEP NDT Program requirements for compliance with the applicable nuclear NDT program requirements and the DCMA NSEP NDT Requirements, as stated in this Instruction.



Program Management Instruction



- o **3.4.1.11.** Extensions are not permitted for Nuclear or Non-Nuclear certifications.

- o **3.4.1.12.** The District NSEP NDT Examiner will assist the DNSEPC and CMO NSEPM with efforts associated with meeting the current NSEP Performance Goals when NDT related issues are affecting the reject rate.



Program Management Instruction



3.4.2. CMO Nuclear NDT Examiner's



Program Management Instruction



- o **3.4.2.1.** The CMO Nuclear NDT Examiner must be currently certified by NSTR-PGH in the method being reviewed prior to conducting training or performing on-site assessments of DCMA personnel certified as Nuclear NDT Inspectors.
- o **3.4.2.2.** The CMO Nuclear NDT Examiner must assess the QAR's implementation, oversight and performance of the nuclear NDT program requirements at least once during the DCMA Nuclear NDT Inspector's (three years) certification period (unless otherwise defined by the customer).



Program Management Instruction



- o **3.4.2.2.1.** In all cases, re-certification of nuclear and non-nuclear NSEP NDT personnel must be accomplished via written exams for general and specific theories and successful completion of a operational exam (unless otherwise defined by the customer).
- o **3.4.2.2.2.** The nuclear NDT examiners must certify and conduct periodic performance assessments of cognizant DCMA Nuclear NDT Inspectors. Only certified nuclear NSEP NDT examiners can initially certify, re-certify, or reinstate suspended nuclear NSEP NDT inspectors. This responsibility cannot be delegated to a non-nuclear certified NDT examiner.



Program Management Instruction



- o **3.4.2.3.** The NDT Examiners/Level III certified in the method being reviewed, must conduct and document on-site reviews of all non-nuclear NSEP NDT personnel at least once during their 3-year certification cycle.
- o **3.4.2.4.** DCMA personnel with nuclear and/or non-nuclear NSEP NDT certifications must be issued documented evidence of the level and type of certification attained, the specification or standard certified to, the expiration date of the certification and status of vision test results
- o **3.4.2.4.1.** The DD Form 1902, Certificate of Qualification, is the preferred form for use by DCMA as evidence of the QAR's NDT certification. Other record keeping and certification forms are acceptable for use providing they contain the same information and are issued by a DCMA certified Level III or NDT Examiner in the method which the certification is issued for.



Program Management Instruction



- o **3.4.2.5.** The certifying or cognizant NSEP NDT Examiner must suspend nuclear NDT certifications for DCMA Inspectors that have not performed nuclear NDT (NAVSEA 250-1500-1 and/or MIL-STD-2132) surveillance for a period of nine (9) consecutive months (unless otherwise identified by the customer).
- o **3.4.2.6.** The certifying or cognizant NSEP NDT Examiner must suspend non-nuclear NSEP NDT certifications for DCMA Inspectors that have not performed non-nuclear NDT surveillance (T9074-AS-GIB-010/271) for a period of two (2) consecutive quarters.
- o **3.4.2.7.** Suspended nuclear and/or non-nuclear NSEP NDT certifications can be reinstated by the successful completion of operational exams administered by the appropriate NSEP NDT Examiner certified in the method under test.



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Program Management Instruction



- o **3.5.1.** The CMO Commanders, with the assistance of the responsible CMO Team Leader/First Line Supervisor, CMO NSEPM, or DNSEPC must ensure adequate personnel resources are available and certified in their assigned commodity in accordance with the mandated NSEP requirements contained herein and applicable MOAs. DCMA personnel performing Contract Quality Assurance (CQA), on NSEP orders must be familiar with the unique program requirements and must successfully complete all required training prior to performing any risk management activities, to include accepting NSEP products and services.



Program Management Instruction



- o **3.5.1.1.** DCMA personnel other than the HQ NSEPM, DNSEPCs or CMO NSEPMs, that are assigned responsibility for performing MCRs on NSEP QARs, or the aforementioned NSEP team members, must be NSEP certified and familiar with the NSEPs in-plant and staff level roles and responsibilities. DCMA managers are encouraged to request assistance in this area from the HQ NSEPM or the DNSEPCs, who will perform or make arrangements to have a qualified NSEP team member perform the MCR of the NSEPs in that geographical area.
- o **3.5.2.** In CMOs with no assigned CMO NSEPM, the DNSEPC will oversee the CMO QAR's implementation of the NSEP requirements. The DNSEPC may also make arrangements for assistance by another DNSEPC or CMO NSEPM.



Program Management Instruction



- o **3.6. Communication** - CMO NSEPMs, DNSEPCs and the HQ NSEPM are required to update voice mail greetings (update to reflect current status) and check their voice mails and emails on a daily basis to ensure that all messages from internal and external customers are addressed on a daily basis during the normal work week. When out of the office for one day or more, the “Out of Office Assistant” on Microsoft Outlook must be activated to show that the NSEP person is out of the office, along with a brief message on when they will return to the office and how they can be contacted during this time.



Program Management Instruction



- o **3.7. Control of NSEP Material** - Administration of the NSEPs requires additional security measures to ensure matters of national security are not compromised. Reference applicable DCMA and Naval Sea Systems Command instructions on identification, handling, safeguarding, transmitting, and discarding U-NNPI, NNPI and NOFORN marked information and hardware. NOFORN must be stored in a locked container, file drawer or cabinet and must be shredded or placed in burn bags for disposal.

- o **3.7.1. U-NNPI must be handled as NOFORN. U-NNPI and NOFORN must not be transmitted via the Internet or over the DCMA e-mail network.** Reference NSTR-2001 when issued.



Program Management Instruction



- o **3.8.** The minimum and mandatory training/certifications are described in Competencies/Certifications and are required to execute the NSEP Process.
- o **3.9. PLAS Reporting Requirements**